94
~~115~~

SUPPLEMENT TO PAPER
No. II

INDIAN HISTORICAL RECORDS COMMISSION

FORTY-SIXTH SESSION

DEVELOPMENT OF ARCHIVES

1977-78.

AURANGABAD
JANUARY, 1979

115
459

National Archives of India

1977-78

Administration

Staff: The Staff Strength of the National Archives of India, New Delhi including that of Regional Offices at Bhopal and Jaipur as on 31st March, 1978 was as under:

Category		Sanctioned Strength	Vacancies	Functional Strength
(i)	Class I Gazetted	21	4	17
(ii)	Class II Gazetted	53	9	44
(iii)	Class II Non-Gazetted	53	11	42
(iv)	Class III Establishment	276	69	207
(v)	Class IV	184	43	141
		587	136	451

S/Shri I.N.Verma, S.K.Sarkar, T.V.Haranatha Babu, Smt. Shukla Singh and Dr. R.K.Perti were appointed as Assistant Directors of Archives, during the period under review.

Shri S.N.Jaiswal, Assistant Director of Archives expired on 11th June, 1977 while Shri J.L. Bhatnagar, permanent Assistant Engineer retired from service on 31st October, 1977.

During 1977-78 following officers were appointed as Archivists (General): Shri Suraj Parkash, Shri Duli Chand Shri P.R.Malik, Shri K.S.Talwar, Shri I.B.Roy, Shri S.K.Khatri, Shri Nirmal Kant, Km. Meena Kumari Sharma, Km. Krishna Chaudhry and Shri M.S.Khan. Dr. Raj Paul Malik and Shri Rajinder Prasad were appointed as Scientific Officers.

Budget: During 1977-78 a sum of Rs.13.38 lakhs was spent out of the budget provision of Rs.35.54 lakhs on the plan side, and on the non-plan side a sum of Rs.34.30 lakhs was spent out of the budget provision of Rs.38.39 lakhs. For 1978-79, a budget provision of Rs.24.95 lakhs has been made on the plan side and Rs.38.81 lakhs on the non Plan side.

Project: During the year under report the plan schemes sanctioned earlier were continued. The progress achieved in the implementation of the schemes was satisfactory.

Building: On getting Government of India's administrative approval and expenditure sanctions for the construction of extension to the National Archives of India building (Phase-I). The Government entered into an agreement with Shri C.P.Kukreja, Architect, for planning and supervision of the proposed annexe. It is understood from the Chief Engineer (NDZ), C.P.W.D., New Delhi, that some drawings have already been since received from the Architect.

Reference Media

Reference Media: Reference Media of the following series of Public Records as well as Private Papers were prepared.

Public Records

1. Summary Inventory of Consultations:

Department/Branch	Inclusive Years	Bulk
Foreign (Secret) Department	1799-1811 (Volumes for the years 1803 and 1804 under the series i.e. 1799-1811 were completed during the period)	20,416 Manuscript Pages

2. Subject Lists of Files:

(a) Public Works Department

(i)	Irrigation 'A'	1896-1906	13322 Files
(ii)	Railway Construction 'A'	1901-1905	
(iii)	General 'A'	1898-1921	
(iv)	Communication 'A'	1867-1881	
(v)	Civil Works Building	1864-1881	
(vi)	Railway 'A'	1860-1879	
(vii)	Railway Traffic 'A'	1888-1896	

(b) Home Department:

(i)	Priority Passage Section	1943-1951	
(ii)	Re-employment and Reconstruction Section	1947	
(iii)	Linguistic Survey	1896-1903	
(iv)	Special Recruitment Board	1948-51	
(v)	Director General Civil Aviation	1947-1953	
(vi)	Government of India, Public Deposit 'A' & 'B'	1900-1922	
(vii)	Ministry of Labour	1944-46	
(viii)	Office of the Private Secretary to His Excellency the Viceroy ∠ (Honours Branch)	1910-1940	
∠ and its successor bodies		1944 -1958	

3. Check Lists:

(i)	Civil Works, Coal and Iron 'A'	1882-1905	13,999 Files
(ii)	Building and Road Establishment 'A'	1872-1882	
(iii)	Civil Works and Military 'A'		
(iv)	Establishment General 'A'	1870-1879	
(v)	Civil Works and Electricity 'A'	1899-1917	
(vi)	Civil Works Communication 'A'	1882-1919	
(vii)	Forest Proceedings Revenue 'A'	1861-1871	
(viii)	Telegraph Establishment 'A'	1871-1903	
(ix)	Establishment 'A'	1869-1905	
(x)	Railway	1863-1872	
(xi)	Railway Project	1898-1905	
(xii)	Post Office	1921-1923	
(xiii)	Telegraph	1870-1905	
(xiv)	State Railway	1871-1873	
(xv)	Railway Statistics	1891-1905	
(xvi)	Railway Traffic	1897-1905	
(xvii)	Public Works Department Railway Stores	1880-1905	
(xviii)	Public Works Department Establishment	1921-1923	
(xix)	Civil Works Irrigation	1907-1913	

Private Papers

1. Subject Lists:

Collections:

		Items
(i)	Rajendra Prasad Papers	7278
(ii)	Dadabhai Naoroji "	4119
(iii)	P.K.Malaviya "	1350
(iv)	Raja Mahendra Pratap Papers	248 items and 633 press clippings

(v) B.D.Chaturvedi Papers 643

(vi) P.S.S.Aiyer " 11

Microfilms

Dufferin Papers 1060 items, Reel No. 490

2. Descriptive Docketing: Descriptive docketing and chronological arrangement of the Inayat Jang collection:

(a) 1596 documents relating to the period of Muhammad Shah were docketed.

(b) 15,000 documents of Inayat Jang collection pertaining to the reign of Aurangzeb were chronologically arranged.

RECORD MANAGEMENT

Archival Policy Resolution: The Fourth Report of the Director of Archives on the implementation of Archival Policy Resolution during 1976-77, duly approved by the Department of Culture, was printed and its copies were distributed among the Ministries/Departments/Offices.

A circular for the compilation of Fifth Report of Director of Archives on the implementation of Archival Policy Resolution was issued to all the Ministries.

Appraisal of Records: The records of the following Ministries/Departments/Agencies were appraised during this period:-

(i) Ministry of Works and Housing, (1934-52)

(ii) Ministry of Agriculture, (1954-76)

(iii) Ministry of Home Affairs, (1895-1953)

(iv) Department of Science and Technology, (1901-52)

(v) Department of Expenditure, (1924-51)

(vi) Department of Revenue, (1917-46)

(vii) Department of Culture, (1920-49)

(viii) Archaeological Survey of India, (1902-52)

(ix) Department of Health, (1948-52)

(x) Bundelkhand Agency, (1873-1911; 1913-1946)

(xi) Central India Agency, (1872-1952)

(xii) Rajputana Agency, (1826-47)

(xiii) Southern C.I. States, (1876-1947)

(xiv) Bhopawar Political Agency, (1874-1920)

(xv) Bhopal Political Agency, (1873-1947)

(xvi) Imperial Record Department/National Archives of India records, (1942-67)

(xvii) Public Works Department, (1868-1923)

(xviii) Malwa Agency, (1876-1947)

Out of 1,14,563 files appraised, 47.66%, were marked for retention.

While appraising the records of Ministries/Departments, the following guidelines were used: Retention Schedule common to all Departments issued by the Department of Personnel and Administrative Reforms, Appendix 22 of the Central Secretariat Manual of Office Procedure (1977 Edition) and Appendix 13 of General Financial Rules and also Retention Schedules of Functional files of the Ministries/Departments concerned, prepared by them in consultation with National Archives of India.

Scrutiny of the Retention Schedule: In accordance with para 6 of the Archival Policy Resolution, Retention Schedules of the following Ministries/Departments were scrutinized: Ministry of Defence; Department of Science and Technology; Department of Revenue and Banking; Department of Economic Affairs; Commissioner of Scheduled Castes and Scheduled Tribes; Gold Control Section (Ministry of Finance); Director General of Health Services; Shipping Development Fund Committee; Central Board of Film Censors and Port Health Organisation.

On the spot studies of the Retention Schedules of the following agencies were also completed: Department of Agriculture; Cabinet Secretariat; Indian Council of Agricultural Research and National Archives of India. Reports on these Retention Schedules are being presently finalised.

Information on Archival Assets of the Central Ministries etc. In order to collect an up-to-date information on the Archival Assets of the Ministries/Departments, reminders were issued to such offices which had not furnished the information. The total number of non-current records with the Central Government Ministries/Departments/ Offices is estimated to be ; 390846 files, 3340 bound volumes, 5363 books, 10245 bills, 252 registers, 23787 charts, 32,221,064 cards, 740 bundles and 7926 other types of record materials.

Framing of Statutory Rules: A draft bill on the Archival Law is being revised in consultation with Ministry of Law in Department of Legal Affairs.

Printing of Records: In view of the objection raised by the Directorate of Printing against the earlier suggestion regarding printing of permanent records by some Ministries, it was resolved that the copies could be prepared by microfilming/xeroxing. This is being considered.

Advisory Work: Advice on different technical aspects of Record Management was offered to the following Ministires/ Departments/Offices: Ministries of Works and Housing, External Affairs, Civil Supplies and Cooperation, Health and Family Welfare, Department of Rehabilitation; Krishna Godawari Water Disputes Tribunal; Shipping Development Fund Committee; Director General of Observatories; Office of the Income, Wages and Price Commission; Cabinet Secretariat, Rail India Technical Economic Service, New Delhi; Commissioner of Income Tax and Central Institute of Fisheries Cochin; Registrar of Companies Kerala; Mayo College Ajmer; Fertilizer Corporation of India Sindri; Jammu and Kashmir State Government.

Besides, advice regarding appointment of full-time staff in the respective records room was also given to the following: Ministry of Defence; Department of Food, Director General of Observatories; Archaeological Survey of India, all in New Delhi and India Security Press, Nasik.

Advice regarding preparation of retention schedules was given to the Ministry of External Affairs; Department of Rehabilitation; Prime Minister's Office; Air Head Quarters; Director General of Posts and Telegraph, New Delhi.

Post and Telegraph Board, Historical Division of Ministry of Defence and Department of Culture, New Delhi were advised on weeding of records.

Assistant Director of Archives (AM) also attended the meetings of O & M Officers in the Department of Personnel and Administrative Reforms.

Arrangement and Servicing of Records: During the period under review 4594 files, folios and maps were checked, 35,666 bundles, files, volumes and maps were arranged, 1811 files were amalgamated, 59317 requisitions for records were attended to and 66803 records were restored.

Research and Reference

Number of Research Scholars: During the period under review, 617 Indian and Foreign Scholars availed themselves of the Research facilities.

Reference Service: During 1977-1978, 27 queries on records from Government agencies and 78 search cases on records from private agencies/individuals were attended to.

Publication Programme

Fort William India House Correspondence: Under Scheme I of the publication programme of the Department, proof-copy of the volume XII (Public) edited by Prof. Amales Tripathi was received from the press and the work regarding preparation of Index to the same was completed.

The Indian Archives: The copies of Volume XXIV No.1 (January-June 1975), Volume XXIV No. 2(July-December, 1975)and Volume XXV No. 1 (Januar[illegible] press and distributed.

The typescript of volume XXV No.2((July-December 1976) was sent to press and the compilation of volume XXVI No. 1 and 2 (January-December, 1977) was taken up.

Annual Report: Printing of the Annual Report of the National Archives of India - 1976 made progress in the press, whereas compilation of the Annual Report for 1977 was taken up.

Indian Historical Records Commission: Printing of the Volume XLV of the Proceedings of the Indian Historical Records Commission is nearing completion. While the volume entitled xxxxxxxxxxxxxxxxxx 'Resolutions of Indian Historical Records Commission Volume II, 1948-73" came out of the press.

Bulletin of Research Theses and Dissertations: During the period under review Volume VIII (1974-75) was brought out in cyclostyled form and distributed.

National Register of Private Records: During 1977-78 Volume VIII(1966-67) was brought out in cyclostyled form and distributed. In addition volume IX was compiled and work on volume X and XI was also taken up.

Guide to the Records in the National Archives of India: Part II of the Guide, covering records of the Home Department/ Ministry of Home Affairs (1748-1957), was brought out in cyclostyled form and made ready for distribution.

Besides, the Department also brought out "Catalogue of the Historical Maps of the Survey of India,(1700-1900)" in its custody.

Regional Records Survey Committee

During the period Regional Records Survey Committees were reconstituted in Karnataka, Madhya Pradesh and Uttar Pradesh while the period of Regional Records Survey Committee, Gujarat, was extended upto 25th September, 1980. Besides, Maharashtra State Board for Archives and Archaeology was reconstituted to discharge the functions of Regional Records Survey Committee in the State.

The meetings of Regional Records Survey Committee of Gujarat, Karnataka and Delhi were held on 22nd September, 1977, 4th November, 1977 and 13th January, 1978 respectively, and the first two were attended by a representative of this Department.

Guidelines regarding compilation of information for National Register were sent to all the State Archives/ Regional Records Survey Committees/Union Territories.

CONSERVATION

Technical advice on various aspects of preservation and repair of records was also given to the following :- Tamil Nadu State Archives, Uttar Pradesh, Rajasthan Rabindra Bhavan, Visva Bharati University and Shri K.S. Chandhari, Officer Commanding N.C.C. Patna.

Research Laboratory continued testing of repair and preservation material of indigenous origin to study their suitability for reinforcement and their use in preservative treatment of records in its custody. A few samples of chiffon, ledger paper, cellulose acetate foil, tissue paper,

waxed paper, printing paper, hand made paper etc., were examined during this period. Advice on the suitability of cellulose acetate foil and a few other synthetic fabrics regarding their use and durability for repair of brittle documents was also rendered to Dr. Lokesh Chandra, M.P., International Academy of Indian Culture and Anand Bazar Patrika, Calcutta.

The Deputy Director of Archives(P), Assitant Director of Archives (P) and Scientific Officer of the Department attended a Seminar on 'Conservation of Cultural Property' on 9th and 10th February, 1978, organised by the Indian Association for the study of Conservation of Cultural Property at National Museum, New Delhi. S/Shri Ranbir Kishore, C.P.Mehra, V.V.Talwar and Y.P.Kathpalia also read papers on the occasion.

Repair and Rehabilitation of Records: In all 11,762 sheets were flattened, 41538 sheets were repaired with tissue paper, 179 sheets and 4 maps were repaired with chiffon and 74,475 sheets and 14 Maps were repaired with acetate foil and 61074 sheets and 36 original consultations were guarded. Besides, 1210 volumes, 1111 books, 7 Maps, 10 original consultations and 1011 Miscellaneous items were bound.

Air Cleaning and Fumigation: During the period under report 260 files, 280 maps, 60 books and 28 bundles were air-cleaned. About 1262 books, 280 maps and 28 bundles were fumigated.

REPROGRAPHY

Technical information on reprography was given to various Libraries, Archives and other institutions.

The following figures give the total output of the work attended to during the period under review:-

(i) Microfilming - 2,89,054 Exposures
(ii) Positive Printing - 6,783 Metres.
(iii) Xerox copies, - 9285 copies,
(iv) Photo copies - 1836 "
(v) Indexing of films - 656 rolls
(vi) Servicing of films - 1871. "
(vii) Reflex Printing - 40 copies.

TRAINING IN ARCHIVES KEEPING

Diploma Course in Archives Keeping: During the period under report, 15 candidates were admitted to the One Year Diploma Course in Archives Keeping.

Short Term Training: Two short term courses one in Record Management and the other in Repair of Records, of 8 weeks and 6 weeks duration respectively were organized. Candidates sponsored by various Central/State Government Departments participated in these courses.

Special Training Course: Special Training facilities in various techniques of preservation and repairs, were provided to two nominees of the Maharashtra State Archives.

A special feature of the period has been the organization of a workshop on Care and Preservation of Library Materials organized by National Archives of India in collaboration with the National Research Laboratory for conservation of cultural property. 15 delegates deputed by various libraries in India participated in the workshop.

The work in connection with the Correspondence Course Training is in progress.

CULTURAL EXCHANGE PROGRAMME

Under the programme, two senior officers of the Russian Archives visited India during December 1977 and they were familiarized with the working of National Archives of India and the State Archives of Andhra Pradesh and Tamil Nadu.

Two rolls of records of Hungarian interest, and three lists of records of Turkish interest available amongst the records in custody of the the Department were forwarded to Hungary and Turkish Archives respectively. One microfilm of Records of Indian interest was also received from National Library of Australia.

Distinguished Visitors: Amongst the distinguished visitors who visited the Department during the period under review, mention may be made of the following: (a) Dr. George Banmann, Head of the History and Culture Department, West Germany; (b) Mr. John J. Landers, Executive Director of National Archives and Research Service, Washington, (c) Five members of the Assam Legislative Assembly and (d) Shri O.P. Bhardwaj Director Haryana State Archives.

COMMITTEES AND CONFERENCES

To demarcate the spheres of work of Record Management, between the National Archives of India and Department of Personnel and Administrative Reforms, Dr. S.N.Prasad, Director of Archives, attended a meeting of the Department of Personnel and Administrative Reforms held on 4th August, 1977. He attended a symposium sponsored by the International Council on Archives Committee on Archival Development and its Bureau meeting held at New York and New Jersey, respectively on 21st-24th March, 1978. He also visited India Office Library and Records, London, to discuss matters relating to the acquisition of microfilm copies of records of Indian interest under the exchange agreement.

Shri S.N.Sharma, Assistant Director of Archives (Publications, participated in the deliberations of the Regional Records Survey Committee of Gujarat at Gandhinagar (Ahmedabad) on 22nd September, 1977.

Shri M.L. Ahluwalia, Assistant Director of Archives (Record Management) attended meetings of O & M Officers on 12th, 14th and 17th August, 1977, in connection with the problems of record management.

TOWARDS FREEDOM PROJECT

The Project made further progress in selection of material. Records in the custody of the National Archives of India and few other states of India also were examined and selections were made from the following series of private papers and public records: (a) Home Political Records 1942-45;

(b) Political (Secret) Records 1943-45; (c) External Affairs Records 1941-42; (d) War Department Records 1943; (e) Reforms Office Records 1941-45; (f) Ministry of Labour Records 1937-47; (g) Crown Representative Records of Hyderabad Residency 1937-47; (h) Dr. Rajendra Prasad Papers 1938-40 ; (i) Jayakar Papers 1937-47 (j) Linlithgow Collection 1937 (k) Erskine Collection 1938 and (l) Haig Collection 1937-39. About 12,000 pages were typed during the period under report.

MANUAL OF INDIAN ARCHIVES

During the period under report the comments of the Members of the Advisory Committee were received and forwarded to the Chairman.

The final draft of the Manual is now under consideration.

GUIDE TO THE RECORDS

Compilation of a "Guide to the Records in the National Archives of India" was continued during the period under review. In addition Abstract Lists of the following records were prepared: (a) Foreign and Political Department, 1860-1954 (b) Military Department 1779-1859.

LIBRARY

During the period under review 140 books were purchased and 2,100 Periodicals, Gazettees, Lok Sabha and Rajya Sabha Reports, Annual Administration Reports were acquired and 3437 files were also amalgamated.

हिन्दी अनुभाग

राजभाषा अधिनियम 1976 के अनुसार सरकारी कामकाज में हिन्दी के अधिकाधिक प्रयोग के बारे में राजभाषा विभाग (गृह मंत्रालय) द्वारा समय-समय पर आदेश दिये जाते रहे हैं । हिन्दी अनुभाग ऐसे सभी अनुदेशों का पालन करने के लिए समय-समय पर निदेश जारी करता है । 1977-78 के दौरान हिन्दी में 3,867 पत्र प्राप्त हुए, जिनमें से 1,012 पत्रों के हिन्दी में उत्तर दिये गये और 2,855 पत्रों पर कोई अपेक्षित कार्यवाही नहीं की गई, केवल सूचनार्थ थी । ऐसे ही 1977-78 के दौरान इस विभाग से 236 पत्र हिन्दी में मूलरूप से भेजे गए । संसदीय राजभाषा समिति ने संस्कृति विभाग का दौरा 5 नवम्बर 1977 को किया जिसमें निदेशक जी के आदेश पर हिन्दी अधिकारी ने भाग लिया । उसके अतिरिक्त शिक्षा तथा समाज कल्याण (शिक्षा विभाग) की तिमाही राजभाषा कार्यान्वयन समिति की बैठक में भी निदेशक जी के आदेश पर 16-2-78 की बैठक में हिन्दी अधिकारी ने भाग लिया ।

निदेशक महोदय की अध्यक्षता में राजभाषा कार्यान्वयन समिति, प्रत्येक तिमाही बैठक में राजभाषा के अनुदेशों और हिन्दी शिक्षण योजना के अधीन कर्मचारियों को हिन्दी प्रशिक्षण, हिन्दी टंकण और हिन्दी आशुलिपि पर हुई प्रगति पर समीक्षा करती है । 1977-78 में 4 राजभाषा कार्यान्वयन समिति बैठकें हुई जिनको मिला कर अब तक 34 बैठकें हो चुकी हैं ।

1976 की वार्षिक रिपोर्ट द्विभाषी रूप (हिन्दी और अंग्रेज़ी) में प्रकाशित की गई । 95 कार्यालय आदेश तथा अधि-सूचनाएं, 18 विभागीय फार्म, 11 हिन्दी भाषी राज्यों को भेजे जाने वाले पत्रों, तथा 50 लेपशन्स (भारतीय ऐतिहासिक अभिलेख आयोग से संबंधित) का हिन्दी अनुवाद किया ।

राष्ट्रीय अभिलेखागार, नई दिल्ली, भोपाल और जयपुर कार्यालयों में प्रयोग होने वाली सभी अंग्रेजी मोहरों, श्रेणी । और 2 के अधिकारियों की निजी मोहरों, नामपट्ट तथा साइन बोर्डों का द्विभाषी रूप में अनुवाद तैयार करने का कार्य आदेश किया गया ।।

EXHIBITION

In order to bring Archives closer to the Public, an exhibition of Persian documents and manuscripts was organized. It was in response to the request made by Jawaharlal Nehru University, on the occasion of First Summer Institute for Persian teachers organized by them in collaboration with Iranian Cultural Foundation, Tehran. Various documents and manuscripts covering the period 1289-1885 were displayed on the occasion. The exhibition was inaugurated on 30th May, 1977 and was visited by a number of visitors.

NATIONAL ARCHIVES OF INDIA, BHOPAL

Administration: The Regional Office of the National Archives of India was established at Bhopal in November, 1954 and is headed by the Keeper of Records working under direct administrative control of National Archives of India.

Budget: During the period under review a sum of Rs.2,30,920 was spent on non-plan side out of the budget provision of Rs.2,47,500. On the Plan side, a sum of Rs.1,87,430. For 1978-79 a budget provision Rs.79,730 was spent out of budget provision of Rs.2,90,000 of is made on the non-plan and Rs.87,000 on plan side.

Building: The Regional Office, National Archives of India, Bhopal, has its own building.

Record Management: 9,355 files covering the years 1860-1904, and belonging to the Government of India, Home Department, under the various branches (viz. Establishment 'A', Jails 'A', Judicial 'A' and Commerce and Industry Department) were examined and check listed.

Research and Reference: Three scholars availed themselves of research facilities and 5 queries from private agencies/individuals were attended to. Besides, 1940 records by research scholars and 3 by Government agencies were requisitioned.

Publication: Having already brought out first 4 volumes of Descriptive List of Mutiny Papers, work on Volumes V, VI, VII and VIII is continued.

Preservation of Records: 29,590 sheets and 28 maps were flattened, 15,775 sheets and 2 maps were repaired, 354 sheets were repaired with acetate foil, 31,181 sheets were guarded and 196 volumes and 65 maps were bound.

Photo Duplication: The Department does not have any Microfilming Unit.

Library: 109 books were acquired.

Record Centre (National Archives of India), Jaipur.

Administration: Out of four Gazetted (class I and class II) and 19 non-gazetted (class III and class IV) posts sanctioned for the Record Centre, three gazetted and 15 non-gazetted posts have been filled.

During the period under report one post of Sweeper-cum-farash and one post of night watchman have been sanctioned.

Budget: During the period under report out of provision of Rs.3,00,000 on plan side Rs.1,93,781.55 was spent. For 1978-79 a budget provision of Rs.1.44,000 has been made on plan side.

Building: The Record Centre at present is functioning in a rented building situated at Bapu Nagar, Jyoti Marg, Jaipur.

Record Management: With a view to collect an up to date data of record holdings lying with the Departments of the Central Government in the Rajasthan Region, a circular letter was issued to all the Departments and replies received have been tabulated.

Approximately 4,511 files were received from National Archives of India, New Delhi, for housing them in the Record Centre. The work of arrangement of records has since been completed.

In addition 1049 files covering the period from 1959-69 from M/s Hindustan Salt Ltd., Jaipur, and approximately 1175 files from Salt Commissioner's Office Jaipur, covering the period from 1908-1969 were acquired.

Reference Media: The preparation of subject listing of records of the erstwhile Tariff Commission was completed. The work of subject listing of records of M/s. Hindustan Salt Ltd., has now been undertaken.

Research and Reference: 3 requisitions were attended to.

Preservation of Records: During the period under report a Preservation Unit was set up in the Record Centre to attend to the rehabilitation of records.

During the period under report, the following work relating to preservation was attended to:

1.	Stiching	305	files
2.	Hand Lamination.	415	Sheets.
3.	Full pasting	2213	"
4.	No. of gettings.	12289	"
5.	No. of minor repairs	8101	Pages
6.	Tissue repair	87	sheets.
7.	Guarding	17588	sheets
8.	Flattening & Opening	33466	pages

Library: 22 books on the History of Rajputana were purchased.

SIGNIFICANT DEVELOPMENTS SINCE THE CLOSE OF THE FINANCIAL YEAR.

Dr. S.N. Prasad, Director of Archives attended the Executive Committee meeting of SWARBICA held at Srinagar from 6th to 10th April 1978. He also attended the Colloquim on Oral History sponsored by National Archives of Malaysia at Penang from 8th to 11th May 1978 and the General Conference of SWARBICA from 12th-13th May as a representative of the Executive Committee of the International Council on Archives.

The Director also visited the Eastern States viz., West Bengal, Assam, Meghalaya and Arunachal Pradesh to render advice and guidance for formulating proposals for the Sixth Five Year Plan. In the same connection the Deputy Director of Archives also visited Madhya Pradesh and Tamil Nadu.

Shri S.A.I.Tirmizi, Deputy Director of Archives attended a meeting of the Consultative Group to UNESCO Bulletin for Libraries held at Paris on Ist-2nd June, 1978 at the invitation of UNESCO and succeeded in persuading the Group to include Archives in the title of the periodical in as much as Archives constitute an important component of the General Information Programme of the UNESCO.

To familiarize the public in general with our activities the Department organized an "Archives-Week" (7th-13th August, 1978). Apart from holding an exhibition entitled "Our Heritage" it also invited "Open House" visits to record rooms, preservation and conservation branches. About 3,000 people including Vice-Chairman Rajya Sabha, Minister for Education and Social Welfare and other important dignitaries visited the exhibition.

Ministry of Information and Broadcasting has included the making of documentary film on the National Archives of India in their production programme of 1977-78. The producer Kumari Aruna Vasudeva has since visited the Department twice and the work is making steady progress.

ANDHRA PRADESH

Administration: Shri S.Venkataramaiah, I.A.S., continued as the Director of State Archives and was assisted by four Assistant Directors. One of the Assistant Directors joined the branch office of the National Archives of India at Jaipur in June, 1977 and the other Assistant Director retired on 31st December, 1977. The Research Officer continued to attend to the work of cataloguing of Mughal and Asafia Records preserved in this Department. The strength of the non-gazetted Technical and Non-Technical posts in this Department was as under:-

Non-Gazetted Technical:		Posts
1. Archivists	...	10
2. Assistant Archivists	...	19
3. Librarian	...	1
4. Assistant Librarian	...	1
5. Research Assistants	...	3
6. Caretaker	...	1
7. U.D.Calligrapher (Upper Division)	..	1
8. L.D.Calligrapher (Lower Division)	..	1
9. Photographer	...	1
10. Dark-Room Assistant	...	1
11. Foreman	...	1
12. Assistant Foreman	...	1
13. Chargeman	...	1
14. Electrician	...	1
15. Receptionist	...	1
16. Binders	...	2
17. Menders	...	23

Non-Technical:		Posts
1. Superintendents	...	3
2. U.D.Clerks	...	8
3. U.D.Steno	...	1
4. U.D.Typist (English)	...	1
5. U.D.Typists (Telugu)	...	2
6. L.D. Typist	...	1
7. L.D.Typists	...	8
8. L.D.Clerks	...	35
9. Shroff	...	1
10. Record Assistants	...	23
11. Jamedar	...	1
12. Dafedar	...	1
13. Attenders	...	16
14. Cycle Orderlies	...	2
15. Chowkidars	...	4
16. Garderner	...	1

Besides, a proposal regarding creation of a post of Departmental Record Officer is under active consideration of the State Government.

Budget: During the period under review, provision was made for a sum of Rs.14,62,600 on the non-plan side against which a sum of Rs.14,64,200 was spent. In the plan budget a sum of Rs.1,83,000 was spent out of budget provision of Rs.2,00,000. For 1978-79 a budget provision of Rs.15,17,600 has been made on non-plan side and Rs.2,00,000 on the plan side. Finding the budget allocation on plan side insufficient to implement the plan schemes, proposals for additional grants have since been submitted to the Government.

Reference Media: The work regarding accessioning of collections of Salar Jung, Hazrat Khaja Banda Nawaz, Ghias Siddiqui and Hussain Ali Khan was undertaken during the period under report. The calendar of the family and private collections, volume II, and Descriptive Catalogue, Volume II, of Mughal records pertaining to the reign of Shahjahan are under preparation. The preparation of catalogue of Aurangzeb's documents numbering one and half lakhs was taken up and the same will be compiled in ten volumes, each volume covering five regnal years of Aurangzeb. Volume I containing 800 documents in the series is likely to be sent to the press by the end of 1978. Besides, the staff of the Regional Office, Tirupati was engaged in preparing summary inventory of records of Chittor collectorate and 10 bundles of these records have been listed. Transfer lists of records available in the regional office at Tirupati were compiled. The regional office at Visakhapatnam has taken up the preparation of Title index and Author index of the records available there.

Publication Programme: During the period under report, under its programme of publishing the Meckenzie Kaifiyats and Inscriptions of Guntur and Kurnool Districts, 100 inscriptions covering 494 pages and 55 Kaifiyats running into 754 pages were transcribed. Under the monograph series 3 monographs were sent to press. Besides, Volume V, (Nos. 1 and 2) of 'Itihas', half yearly Journal of the Department was also published.

Preservation of Records: 500 sheets were flattened 37,822 sheets repaired with tissue paper, 48,993 sheets guarded and 665 books were bound. 30 Carton boxes were prepared.

Photo-Duplication: The State Archives has its own microfilm unit. During the period under report 3,305 microfilm negatives, 7800 microfilm positives, 24 photo copies, 32 photo enlargements and 350 xerox copies were prepared and supplied to the research scholars, educational institutions etc.

Library: 235 books were acquired during the period under report.

A S S A M

Administration: The Archives (Assam Secretariat Record Office) is headed by the Keeper of Records, assisted by the following staff:-

Upper Division Assistants	...	3
Lower Division Assistants	...	4 (Sanctioned posts-7)
Typist ...	...	1
Record Supplier	...	5 (sanctioned posts-8)
Record Sorter	...	2
Record Mender	...	4
Record Cleaner	...	1
Binder	...	1
Duftry	...	1
Gate Keeper	...	1
Peon (weeding)	...	1
Peon (Record Room & Office)	...	6
Night Watchman	...	1

Budget: Being part of the Secretariat Administration Department, there is no separate budget for the Assam Secretariat Record Office as it is and the expenditure is met from the Secretariat Budget. However, a provision of Rs. 1 Lakh was made on the plan side both for 1977-78 and 1978-79.

Building: The Archives has its own building but consequent upon creation of Meghalaya, out of the parent State of Assam, the building has fallen within the State of Meghalaya. A separate building at the State capital at Dispur is now under construction and archives will be shifted there as soon the construction is completed.

Record Management: 'B' and 'C' class records were examined and of these 8.5 per cent papers were marked for retention. The guidelines laid down in the "Manual of Office Procedure" of the Government of Assam are followed while reviewing papers.

Research and Reference: During the period under report, 35 research scholars availed themselves of the research facilities. 119 records were requisitioned by the Government agencies, 5 by private agencies and 777 by research scholars.

Reference Media: Lists of Records i.e. A Hand Book of Old Records (Pre-1874) and amalgamated Indices upto 1949 (printed) and upto 1956 (typed) are available with the Department. Besides, a Descriptive list of Pre-1874 records is under preparation.

Publication Programme: No publication work has been taken up as yet.

Preservation of Records: During 1977-78, 1820 records were flattened, 380 records were repaired with Chiffon, 120 records were guarded and 90 records were bound.

Photo Duplication: The Department does not have any microfilming unit.

Library: 51 books were acquired during the period under report.

BIHAR

Administration: The Bihar State Archives continued to function under the Administrative control of the Cabinet Secretariat and Co-ordination Department. To man the newly opened regional Archives Centre at Darbhanga the Government sanctioned 1 gazetted and other 21 subordinate posts and out of 21 Subordinate posts, sixteen were filled up by absorbing the erstwhile Raj employees. During 1977 a sum of Rs.55,000 was spent on the Darbhanga Regional Archives and for the current financial year (1978-79) an allocation of Rs.1,00,000/- has been made.

The proposal for creation of four supervisory gazetted posts (viz. Three Assistant Directors and one Reprographist) are under active consideration of the Government, under the Tribal Sub Plan the proposal for setting up of a regional archives in Chotanagpur, with Headquarters at Ranchi is also under active consideration of the Government.

Budget: During 1977-78 a sum of Rs.2,73,400 was spent on the non-plan side out of the budget allocation of Rs.2,94,00 On the plan side a sum of Rs. 1,00,000 was spent out of the budget provision of Rs.1,16,000. For 1978-79 a budget provision of Rs.3,16,300 has been made on the non-plan side and Rs.2,25,000 on the plan side which includes a sum of Rs.25,000 for setting up regional archives centre at Ranchi.

Building: At present the non-current records are housed in the Main Secretariat Building. Recently, whole of fourth floor in the third Secretariat building called the Vikas Bhawan, has been allotted as an additional space to the State Archives. The construction work for a separate building for the Archives office has also been taken up simultaneously.

Record Management: 'O' papers of Political (Special) Department (now known as Home Department) were examined. More than three thousand records of ephemeral nature were weeded out in the Dhanbad Collectorate Record Room, and 3836 records of political (Special) Department and 800 records of Labour Department were appraised during the period under report. About 2400 files of the labour Department and 501 volumes of old Proceedings of Fort William Calcutta were transferred from the Board of Revenue Bihar to the Bihar State Archives for permanent preservation. Approximately 4% to 5% of records were marked for retention. At present the guidelines laid down in Bihar Records Manual are kept in view while appraising records. The adoption of retention schedule on the lines as followed in Government of India is under consideration.

Research and Reference: 65 scholars availed themselves of the research facilities, while 69 queries from private agencies/individuals were attended to 301 records by Government agencies and 1512 records by research scholars were requisitioned.

Reference Media: The preparation of press lists of files of Home Department (previously called Political Special) is in progress.

Publication Programme: The book who's who of the freedom fighter's, Volume I is in the press. A monograph entitled" Care and Preservation of Records in Bihar State Archives" and materials for the study of Modern Indian History were published.

Preservation of Records: During the period under review 1500 records were flattened, 2500 records were repaired with Tissue Paper and 7000 papers were guarded, stitched and pasted.

Photo-Duplication: The department has its own microfilming unit and during the period under report 3367 pages were Xeroxed.

Library: 600 books were acquired during 1977-78. The proposal to appoint a Librarian and a Library Attendant is under consideration.

Other Activities: Director, State Archives participated in the 38th Session of the Indian History Congress at Bhubneshwar.

G O A

Administration: There was no change in the administrative set up during 1977-78.

Budget: During 1977-78 a sum of Rs.2,48,831 was spent on the non-plan side, out of the budget provision of Rs.2,76,000 and a sum of Rs.1,30,000 was spent against the budget provision of Rs.1,40,000 on the plan side. The expenditure shown on plan side is approximate as it forms part of combined scheme of Development of Archives, Archaeology (Museum) for which total provision of Rs.2,50,000 was made. For 1978-79 a budget provision of Rs.2,67,000 has been made on non-plan side and Rs.4,10,000 (Common to Archives and Archaeology) on the plan side.

Building: The Directorate has building of its own but due to shortage of space two more buildingsare hired on rental basis. One of them is for preservation of records and the other for the State Museum. The new building of the Archives section is being constructed in two phases. The construction in phase I, comprising of stack rooms and preservation unit has been since completed and is ready for occupation, whereas the work on Phase II comprising of library, seminar and conference rooms and administrative block is yet to start. An amount of Rs.3,28,000 has been spent on the construction during the year 1977-78 and provision of Rs.75,000 has been made in the current financial year.

Record Management: About 225 volumes and many loose documents from Daman with different titles were examined, indexed and arranged. Almost all papers were marked for retention. For reviewing the records regular retention schedule is being followed.

Research and Reference: During the period 23 scholars availed themselves of research facilities while 1,012 queries on records were attended to. 6 files by Government agencies and 800 volumes of records by research scholars were requisitioned.

Reference Media: 633 volumes of Livr o de Registo Central Protecol dos Correios, nascimentos, abitor e casamentos from Sankelim and Bicholim, 495 volumes of Alfandega, 92 volumes of Registo de Casament o, Baptismos and obitos were listed. Besides, 39 volumes of Communidade de Verna, Margao, Davssna, Cortalim, Velcao, Vaddem, Dramapur, Cassaulim, Utorda, Chicalim, Siolim, were also sorted out and listed. 1146 books bearing different titles and 108 bundles from Daman and Goa and 479 bundles of different titles were also listed. In addition, the department has prepared indices of property records, Notarial deeds etc. and reference books like 'Roteiro' and 'Guide' to collection of records from archives are being published.

Publication Programme: During the year work regarding publication of selected Marathi (Modi) documents on Bassein campaign was completed and the same was sent to the Press. Besides, Volume I and II of 'Assentos do Conselho de Fazenda' were also made ready for printing. A new project of Selection of documents on 'Savantavadi Saunsthan da Itihasachi Sadhane'

has also been undertaken and many documents were selected with a view to publish them. The Directorate also started the publication of its 'Quarterly Newsletters' and three issues of the same were published.

Preservation of Records: 20,000 folios of manuscripts volumes and 210 loose modi documents were flattened, 9754 sheets and 210 documents were repaired with tissue paper and 20,000 folios from manuscripts, books were guarded and bound. Also 92 leather bound volumes were repaired and 600 copies of 'Newsletter' were bound.

Photo-Duplication: The archives has its own reprographic section with a microfilm camera etc., and during the period under review 6,300 frames of negative microfilms from different volumes and 1156 photo-prints and some 9 reflex prints were prepared.

Library: During the period about 269 reference books and 539 periodicals were acquired. About 370 rare books and 60 bundles of rare magazines were received from private parties by way of donations.

Other Activities: To create archival consciousness among the public a permanent exhibition of documents and seals etc. has been organized.

G U J A R A T

Administration: The post of the Director of Archives is vacant since its creation. The charge of this post was held by the Director of Archaeology in addition to his own duties.

The proposal for placing the administrative control of record offices of the Saurashtra region, in which pre-merger records are preserved, under this Department is still under consideration of the State Government.

Budget: During 1977-78 a budget provision of Rs.3,08,000 was made on the non plan side, out of which Rs. 3,06,652 was spent and on the plan side a sum of Rs.33,146 was spent out of the budget provision of Rs.34,000. For 1978-79, budget provision of Rs.3,30,000 has been made on the non plan side and Rs.1,50,000 on the plan side.

Building: At present the office is accommodated in a rented building at Ahmedabad. A scientifically designed archival building, however, is proposed to be constructed at Gandhinagar at the estimated cost of Rs.30 lakhs.

Record Management: The work regarding survey of Princely State Records lying in the district and taluka record offices was continued by the Department and the

Record Assistants were deputed to the district taluka offices for appraisal of records. Under this programme 13062 files belonging to the Princely States of Rajpipla, Malpur, Junagadh, Sanjeli, Vijaynagar, Idar Kutch, Santrampur, Lunawada, Gadh Bariad and Jambughoda were examined and 10% of these were marked for retention.

The guidelines laid down in the Central Secretariat Manual of Office Procedure and Record Retention Schedule common to all the departments are followed while reviewing papers. The retention schedule prepared by Finance Department and Civil Supply Departments of the Secretariat were scrutinised by the Department.

The work for collection of information regarding centralization of records was continued during the year and 166 offices have furnished the information in the questionnaires sent in this behalf.

Research and References: 18 scholars availed themselves of the research facilities and 114 queries received from various private agencies and individuals were attended to. 1798 records were requisitioned by the research scholars.

Reference Media: During the period under report 3890 files were classified and 1840 files were listed. The department has also undertaken the work of preparing lists of various series of records in order to make 'ferist' registers up-to-date.

Publication Programme: The department is in initial stage of development and it has therefore not been possible to undertake any publication programme at this stage.

Preservation of Records. 8254 sheets and 2564 files were repaired, 2116 sheets were guarded and 782 books were bound.

Photo-Duplication: The department has purchased Microfilm Reader and Printer to cater to the needs of research scholars. Two rolls in microfilm containing 233 documents relating to Shri Aurobindo Ghosh have been acquired from the Pondicherry ashram for the use of Research Scholars. These records were microfilmed at the Central Record Office Vadodara.

Library: The work relating to the acquisition of books dealing with archives, etc., from different districts and taluka offices was intensified and 426 books were collected thus bringing the total number of collection to 17246.

Other Activities: The second meeting of the Regional Records Survey Committee was held on 22nd September, 1977 under the chairmanship of the Minister for Education at Gandhinagar. The Committee took various decisions and made recommendations regarding acquisition of private records from individuals and institutions.

The Department carried out inspection of Vadodara and Rajkot Record Offices during the period under report. A proposal for imparting training in short term course of Record Management to the staff is under consideration of the Government.

For want of archives building various other important items connected with the expansion of the department could not be undertaken.

HARYANA

Administration: The Director of Public Instructions, Haryana, continued to be the ex-officio Director of Haryana State Archives. The Joint Director of Public Instructions performed the duties of Additional Director and the Deputy Director continued to be the Head of State Archives.

Budget: During 1977-78 a sum of Rs.80,595 was spent out of a budget provision of Rs.1,06,485 on the non-plan side. On plan side Rs.1,19,540 was spent out of budget allocation of Rs.2,75,000. During the period under report the expenditure under these schemes has been somewhat on the lower side mainly due to the paucity of technically trained staff in the Department. For 1978-79 a budget provision of Rs.1,09,385 has been made on the non-plan side and Rs.3,58,000 on the plan side.

Building: Haryana State Archives is presently located in a rented building and there is no proposal for the construction of building of its own for the present.

Record Management: The Department has undertaken the task of preparation of Record Retention Schedule common to all Departments of Haryana. The Department could not take up record management programme due to lack of staff available for the purpose.

Research and Reference: Seven scholars availed themselves of the research facilities provided by the Department.

Reference Media: No work was done in this regard, during the year.

Publication Programme: No publication programme was undertaken.

Preservation of Records: 8,000 sheets were flattened during the year.

Photo-Duplication: Having obtained Government's concurrence, the Department proposes to purchase a portable microfilm camera during the current year.

Library: 500 books were acquired during the period under report and a sum of Rs.8,000/- has been sanctioned for the purchase of books during 1978-79.

Other Activities: In order to promote archival consciousness exhibitions of old records were organized at Hissar, Rohtak, and Gurgaon from 20th November, to 27th November, 1977 and at Kurukshetra University, History Department from 10th February to 17th February, 1978.

KARNATAKA

Administration: The Karnataka State Archives is working on an ad hoc basis in the absence of trained and permanent staff. Recently the Cadre and Recruitment Rules have been framed and the Karnataka State Public Service Commission has interviewed candidates for the posts. Until the sanctioned staff is recruited, temporary candidates and officials on deputation would continue to man the Archives. Despite the handicaps, considerable work has been done in the Historical Records Section. A large number of documents were classified and catalogued. A new microfilm unit has been installed and it is expected to start functioning shortly. There is also a proposal to translate documents in its custody in vernacular languages.

The Development of Archives in this State is included under the Plan scheme.

Budget: During 1977-78 a sum of Rs.2,00,200 was spent out of the budget allocations of Rs.4,19,000 on the non-plan side, and on the plan side a sum of Rs.2,31,000 was spent out of the budget provision of Rs.5,00,000. Due to some recruitment difficulties some of the posts could not be filled in. For 1978-79 a provision of Rs.3,91,000 was made on non-plan side and a sum of Rs.5,00,000 on the plan side

Building: The proposal regarding contruction of a separate building for archives is under consideration of the Government.

Record Management: Some records of Karnataka Government Secretariat were examined - 4% of which were marked for retention. The retention schedule prescribed in the Secretariat Manual of Office Procedure is being followed while reviewing the papers.

Research and Reference: 13 research scholars availed themselves of research facilities while 16837* queries from private agencies/individuals were attended to and 34,165 records were requisitioned by Government agencies and research scholars.

Reference Media: The work of classification and cataloguing of erstwhile Bombay Government Records was completed. During the period under report records of the Departments of Agriculture and Forest, Local-Self Government, Education, Political Services and Public Works Department were arranged and listed.

Publication Programme: Under the project known as "Karnataka Letters" which throw light on the Administrative History of Mysore from Rendition to Re-organisation (1881-1956), the first volume, covering the period of Dewan Sir Sheshadri Iyer and containing his correspondence with contemporaneous Residents and Assistant Residents was published. Volumes II, III, IV and V under the series pertaining to Sir P.N. Krishna Murthy, T.R.A. Thumboo Chetty, V.P. Madhava Rao and T. Ananda Rao respectively are under print.

16837 queries include the number of printed proceedings of the Government of Mysore supplied to the public to search out the relevant Government orders to claim family pension sanctioned by the Karnataka Government.

Volumes I & II of the Catalogue of records of Karnataka State Archives covering printed proceedings of the Government of Mysore (1881-1947) are also under print. Besides, another scheme to publish a collection of letters entitled 'Fort St. George Letters' to the Court of Directors, London, 1791-92, two volumes are also under print.

Preservation of Records: During the period under report 43 volumes were bound.

Photo-Duplication: The department has its own micro-filming unit but due to want of technical staff work in this regard could not be started. The requisite staff is expected to be recruited shortly through the State Public Service Commission. The para print photo copying machine is however, kept running and is doing useful work in supplying photocopies of records against payment.

Library: 290 books were acquired and expansion programme of library will be taken up after full staff is appointed.

K E R A L A

Administration: The Special Secretary to the State Government, Higher Education, functions as the Ex-officio Director of Archives. There is however a full-time Assistant Director of Archives as the immediate head of office. The following are three Regional Offices working under the Department: (1) Central Archives, Trivandrum (2) Regional Archives, Ernakulam and (3) Regional Archives, Kozhikode. These Regional offices function under the immediate control of respective Assistant Superintendents.

The proposals for construction of Archives building in Trivandrum, purchase of equipments for the better preservation of old records, creation of certain posts of Archivists etc., have been submitted to the Government.

Budget: During 1977-78, a sum of Rs. 4,86,100 was allocated on the non-plan side and the entire amount was spent. On the plan side a sum of Rs.25,000 was spent against the budget provision of Rs.1,00,000. However, to implement the proposal of construction of Archives building, revised administrative sanction from Government has been received recently and work in this regards is expected to start soon. For 1978-79, there is a provision of Rs. 4,96,100 on the non-plan side and for Rs.1,00,000 on the plan side. Administrative sanction for all items from the Government is awaited.

Building: The State Archives is presently functioning in Government building.

Record Management: 1,500 Mathilakom churunas (cadjan bundles) and 1,200 bundles of Travancore High Court Judgements were re-arranged and all these records were marked for rentention. No regular retention schedule has however so far been formulated.

Research and Reference: 18 Scholars availed themselves of research facilities and 180 queries on records were attended to. Besides attending to requisitions from research scholars for supply of record, 11 records were also supplied to Government agencies.

Reference Media: Work regarding preparation of descriptive list of the Huzur Office records of the former Princely State of Travancore was continued during the period. Besides, listing of cadjan records was also in progress.

Publication Programme: Work regarding preparation of the Archives Manual made steady progress as also the work regarding publication of Archives Quarterly Newsletter was continued.

Preservation of Records: During the period under report, 5885 sheets were repaired with Chiffon, 850 sheets were guarded, 1429 books and registers and 170 Government Gazettes were bound and 1,500 'closed' files were stitched.

Photo Duplication: The State Archives has no microfilming unit of it's own

Library: 159 publications and books were acquired.

Other Activities: In order to make people aware of the archives and its holdings, the Department participated in the Record Exhibitions organized at (i) Quilon Press Club Hall in connection with the first meeting of the Kerala-Arabic Prachara Sabha (9th and 10th July 1977) (ii) Kanakakunnu Palace, Trivandrum, in connection with the First World Malayalam Conference (1st to 15th November 1977) and (iii) Mattancherry, in connection with the 12th Session of All India Konkani Sahitya Parishad (11th and 12th February 1978). Besides, one Assistant Archivist Grade II and one Binder were deputed to the Tamil Nadu Archives for Short-term Training Course.

MADHYA PRADESH

Administration: The sanctioned strength of the Directorate of Archives is 47 of which 16 posts are lying vacant.

Budget: During 1977-78, a sum of Rs.12664.20 was spent out of a budget provision of Rs.42,000 on the non-plan side and on plan side a sum of Rs.2,13,547.84 was spent out of budget provision of Rs.4,72,000. For 1978-79 a provision of Rs.30,000 has been made on the non-plan side and Rs.5,64,000 on the plan side.

Building: The State Archives is housed in Government building. Having already acquired the needed plot, the plan for construction of a new separate building is being finalised presently.

Record Management: No work in this regard was done during the period under report.

Research and Reference: 17 scholars availed themselves of the research facilities provided by the department and 69 records by Government agencies and 423 by research scholars were requisitioned.

Reference Media: 23081 files of Gwalior records and 19346 Files of Holkar Records (Revenue) were listed.

Preservation of Records: During the period under review 53 documents were repaired with acetate foil, 50 volumes were guarded and 400 books were bound.

Photo-Duplication: No microfilming facilities exist in the department.

Library: 152 books were acquired and a state wide survey of books is being made.

Other Activities: On the occasion of the 11th Session of Madhya Pradesh Itihas Parishad with a view to create archival consciousness among the public, an exhibition of historical manuscripts, rare books and seals was organized at Birla Mandir, Bhopal, on 9th and 10th April, 1977.

MAHARASHTRA

Captain
Administration: /Dr. B.G. Kunte took over as the Director of Archives in addition to his own duties as Executive Editor and Secretary, Gazetteers Department.

In keeping up with its efforts to create a new Unit for Record Management, the following posts were created:

Archivist	..	1	
Compilers	..	2	
Typist	..	1	
Record Attendants	..	2	
Record Lifters	..	12	(10 at Bombay and 1 each at Vidarbha Nagpur, and Aurangabad were sanctioned in September 1977).

The new branch headed by the Archivist has been entrusted with duties of Record Management which hithertofore were carried out by the Administration Branch headed by the Superintendent. These posts have been sanctioned as "New Item - Phase I". The Project in its second phase is likely to be further reinforced during the next financial year by creating some additional posts.

Budget: During 1977-78 a provision of Rs. 7,81,000 was made on the Non-Plan side out of which Rs. 6,17,000 was spent, while no provision has been made on the Plan side. For 1978-79, a provision of Rs. 9,65,000 has been made on the Non-Plan side.

Building: Proposal for construction of a new building for Maharashtr Archives is still under consideration of the Government.

Record Management: During the period under review 7,125 files of different Departments were examined, out of which 105 files were marked for retention. Besides, 6,316 new files were received from various Departments.

Research and Reference: Forty seven scholars availed themselves of the research facilities, and 1237 volumes and files were issued to them. Besides, 2193 records were issued to Secretariat Department and other Government Offices against 1230 requisitions.

Reference Media: Under this programme, cataloguing of "Public Department Diaries" was taken up and 140 out of 439 diaries were catalogued. Cataloguing of Modi documents from "Chandwad Daftar" is also in progress. 70 out of 208 rumals (containing 1,30,000 documents) have been catalogued so far. Work regarding preparing of indices of those English records of which no reference aids are available has also been taken up and during the period lists of Education and Separate Departments and Janjira Records were compiled.

At Pune Archives, cataloguing of records of "Chitnishi Daftar" is in progress, and 25 rumals have been catalogues so far. Similarly, at Kolhapur Archives, cataloguing of records of Rajarshi Shahu Maharaj and "Barda Daftar" is in progress. Further, about 1500 maps were also catalogued during the period.

Publication Programme: - First volume of the "Catalogue of the Papers relating to Rajarshi Shahu Maharaj (1884-1922)" was sent to the press. Catalogue of 'Rapers selected for further research' (Pune Archives) is in final stage of printing.

Following new publications were also completed during the period under review: (a) Descriptive Modi Documents: a collection of Modi documents of notable personalities of Maratha History; (b) Maps of India: selection of Maps of different nature collected from the Map Collections in Bombay Archives; (c) Hot Spring in Bombay Presidency: a selection of Survey Reports on Hot Springs in Bombay Presidency; (d) Aurangabad, the Queen of Deccan: a small booklet giving photographs of places of interest in Aurangabad along with their description and (e) Handbook of the Bombay Archives; gives a general idea of the bulk, nature and arrangement of Bombay Archives.

Besides, the Department has also various other publication projects in hand which it hopes to send to the press during next year.

Preservation of Records: During 1977-78, 970 sheets were flattened, 770 sheets repaired with chiffon, 1,470 sheets were guarded and 747 books bound. 60 books were gu~~a~~rded.

Photo Duplication: The State has no Microfilming Unit of its own.

Library: 325 reference books were added to the Reference Library of Bombay Archives. Besides, 621 publications of Government of Maharashtra and 26 publications of other State Governments were received during the year.

Other Activities: The Department arranged a three day refresher course for the staff-in-charge of records in Government establishments, Zilla Parishads in the Maharashtra region. 79 persons attended the course.

OM- KRP.

ORISSA

Administration: The Orissa State Archives functions as a Subordinate office under the administrative control of the Department of Tourism and Cultural Affairs, Government of Orissa, Bhubaneswar. Shri M.P.Dash continued to be the Superintendent of Archives during the year under report. Proposals for recruitment of additional staff and execution of development schemes were submitted to Government.

Budget: During 1977-78 a sum of Rs.1,38,693.62 was spent on the non-plan side against the provision of Rs.1,51,000 and a sum of Rs.86,210.05 on the plan side was spent against the budget provision of Rs.86,000. For 1978-79 provision of Rs.1,55,000 has been made on non-plan side and Rs.1,64,000 on the plan side.

Building: As also reported earlier, the State Archives has its own building.

Record Management: The Superintendent of Archives has been declared as the inspecting officer of all non-current records of all the public offices at all levels including the records of Municipalties and Zila Parishads. Retention Schedule as provided in the Orissa Record Manual, 1964 is being followed while reviewing the records.

Research and Reference: 70 Research scholars availed themselves of the research facilities and requisitioned 844 volumes, 8 bundles and 367 loose documents.

Reference Media: Preparation of descriptive lists of Balasore Revenue Records 1831-1860 and subject list of Board of Revenue Records made steady progress. 180 persian documents were deciphered.

Publication programme: During the period, further progress was made in the work regarding printing of Guide to Orissa Records, Volume VI (list of Balasore Revenue records 1803-1830).

Preservation of Records: During the period, 58,993 sheets were flattened, 11,114 and 563 sheets were repaired with tissue paper and acetate foil respectively, 17,223 sheets were guarded, and 134 volumes and 149 books were bound.

Photo-duplication: Photo-duplication of records with the help of 35 m.m. camera and photostat copies and Xerox copies of records were done as and when required.

Library: 1042 rare and valuable books were acquired during the period under report and a sum of Rs. 17,000/- has been proposed for purchase of rare books, steel almirahs and catalogue cabinets during the current financial year. Steps are also being taken to acquire rare and valuable books from Government agencies.

Other Activities: To promote archival consciousness among the people, publications dealing with Archives were displayed at the "Book Exhibition" organised by the Utkal University on the occasion of the 38th Session of the Indian History Congress.

Yet in another exhibition organised in the exhibition hall of the State Archives some interesting historical documents were displayed.

The Orissa State Archives has also been selected as one of the centres for imparting practical training to the trainees under the correspondence course in "Archives-keeping", started by National Archives of India.

PONDICHERRY

Administration: The archives remained under the administrative control of the Education Department.

Budget: During 1977-78 the department exhausted its total allocation of Rs.14,800 on the non-plan side while no provision was made on plan side. For 1978-79 provision of Rs.18,000 has been made on the non-plan side and Rs.3,000 on plan side.

Building: The archives is accomodated in a portion of Romain Rolland Library.

Record Management :

Research and Reference:

Reference Media:

Preservation of Records:

Photo-duplication:

Library:

No work in this regard was done during 1977-78.

P U N J A B

Administration: Dr. Bakshish Singh Nijjar, Additional Director continued to be the head of the Directorate. The post of Record Officer, as also certain other posts under the two schemes, viz. (i) Maintenance and Preservation of State Records at Divisional level and (ii) Setting up of the Archives and Museum of Documents connected with Freedom Movements were, however, abolished by the State Government.

Budget: During 1977-78 a sum of Rs.351,164.84 was spent against the budget provision of Rs.3,52,000 on the non-plan side. Provision of Rs.1,00,000 was made on plan side but was slashed to Rs.30,000/- by Government and out of which Rs.31,826.11 was spent. For 1978-79 a sum of Rs.3,62,000 has been made on the non-plan side and Rs.25,000 on the plan side.

Building: At present the State Archives is housed in an old palace in Baradari Gardens, Patiala, and some of its records are also lying in a part of Patiala Fort. There is however a proposal to construct a new building at Chandigarh for which a plot has already been allotted.

Record Management: Records of the erstwhile, Patiala State Finance Department and some English records of erstwhile Kapurthala State were appraised, out of which 30 per cent were marked for retention. No Retention Schedule is being followed while appraising the records.

Research and Reference: 35 research scholars availed themselves of the research facilities and 100 queries were attended to. 57 requisitions were made by the Government Agencies. 199 files, 548 manuscripts, 1221 books and 144 newspapers were supplied to research scholars for consultation.

Reference Media: 6,400 files of erstwhile State records were indexed, 2185 files were listed and 5175 files were arranged. Descriptive lists of 981 documents of Vukla Reports, 124 documents under Bhandari Collection and 50 documents of Ludhiana Agency Records were also prepared. documents of English Records were also prepared. 54 Press lists of 330 manuscripts and 146 files of old Secretariat Records were also paginated and 1254 books were entered in relevant register.

Publication Programme: No publication was brought out during the period under report.

Preservation of Records: During the period, 2,59,802 sheets were flattened, 16791 sheets were repaired with tissue paper, 16 with chiffon and 990 with acetate foil. Besides, 109393 sheets were guarded and 2688 books and volumes were bound.

Photo Duplication: The department does not have its own microfilming unit but photo copies of records/documents are issued on demand with the help of Camera printer. 84 negatives and 70 positives were prepared to meet the demands of research scholars.

Library: During the period no fresh acquisitions were added nor there is any proposal at the moment for any further expansion.

Other Activities: Under the National Register of Private Records, various villages and towns situated in Patiala, Jullundar and Ludhiana districts were visited with a view to make a survey of historical records in private custody. Under another scheme, i.e. collection of documents connected with Freedom Movements in the Punjab, records belonging to various institutions were also surveyed.

RAJASTHAN

Budget: During 1977-78 a sum of Rs.8,70,000 was spent out of a budget provision of Rs.9,41,000 on the non-plan side. A sum of Rs.1,000 was provided for the District Surveys, but it could not be utilised. On plan side a sum of Rs.1,64,000 was spent. For 1978-79, a sum of Rs.9,20,000 has been provided on the non-plan side and Rs.11,23,000 on the plan side.

Buildings: The State Archives has a building of its own. The department has also obtained sanction of the Government for construction of two big rooms for scientific laboratory, cycle stand, water hut and motor garage.

Besides the proposals for extension/construction of additional stack areas in the existing buildings at Bikaner, Jaipur, Jodhpur, Alwar, Kota and Udaipur and setting up of at least three more intermediary repositories at Ajmer, Bharatpur and Jaisalmer are presently under consideration of the State Government.

Record Management: The Register series of Bikaner and Alwar records were examined during the period under review and 75% of these papers were marked for retention. Regular retention schedules are followed while reviewing the papers.

Research and Reference: Seventy scholars availed themselves of research facilities provided by this department and 969 queries from private agencies/individuals pertaining to records were attended to. 362 records by Government Agencies and 850 by research scholars were requisitioned.

Reference Media: During the period 8 descriptive lists were under preparation out of which press copies of three were completed.

Preservation of Records: The repair and rehabilitation work of old documents was continued and 20550 sheets were repaired, 8020 were flattened and pressed, 3452 full-pasted, 1639 hand laminated, 9921 stitched and bound, and 8906 guarded.

Photo Duplication: The State Archives has its own Microfilming Unit. During the period under report 44538 records were microfilmed and 1059 copies were Xeroxed.

Library: No book was acquired during the period under report.

S I K K I M

Administration: The State Archives is under the administrative control of the Department of Cultural Affairs and the Deputy Director is incharge of the State Archives. The Archives department is being organized in all its facets. During the period under report a type writer and a xerox machine were purchased while proposal to purchase a vacuum clearner was finalised. Proposal for the inspection of records and liaison with different Departments, Divisional, District and other offices was approved. Proposals for the purchase of lamination machine, microfilm reader, carton boxes, starting a short term course in Archives-Keeping, renting a building for archives and purchase of reference publications are under consideration of the government.

Budget: During the period under report, provision of Rs.0.75 lakh (both for Archives and Museum) was made on plan side out of which a sum of Rs.68,583.47 was spent. For 1978-79, provision of Rs.0.80 lakh both for archives and museum has been made.

Building: The State Archives has no building of its own. Construction of the building is under active consideration of Government.

Record Management: Necessary instructions were issued to various departments concerning weeding of records. The proposal to issue an Archives Policy Resolution is under consideration of the Government.

Research and Reference:
Reference Media:
Publication Programme:
Preservation of Records:

The work will be taken up when the Archives is organized.

Photo-Duplication: The proposal to acquire microfilm unit is being mooted out.

Library: During the period under report 260 books were acquired.

TAMIL NADU

Administration: Consequent on the transfer of Thiru M.K.Gomethagavelu, I.S Thiru A.N. Natarajan, I.A.S. assumed charge as Commissioner of Archives and Historical Research, Tamil Nadu Archives on 12th December, 1977 and continued to hold the post during the period under report. Thiru S.Singarajan, M.A.M.Litt., continued to be the Director of Archives and Thiru Valaragal V. Kunhikannan Nair and T.S.Visvesan, continued to be the Assistant Directors of Archives. A separate establishment for separation of records relating to Andhra Pradesh was formed in March 1978.

A proposal for the installation of a microfilm unit in Archives was submitted to Government which is under consideration. Proposals for the sixth five year plan schemes, relating to the construction of a separate building for Archives Library and a Regional Repository at Madurai and the staff requirements for the Regional Repository were submitted to the Government.

Budget: For 1977-78 a sum of Rs.13.85,000/- was spent out of the budget allocations of Rs.16,64,000/- on non-plan side. There was no provision made on the plan side. For 1978-79 a provision of Rs.16,20,000/- has been made on non plan-side.

Record Management: No remarks to offer.

Research and Reference: 192 Research Scholars availed themselves of the research facilities provided by the Department. 1,10,257 records were requisitioned by Government agencies and 17,840 by research scholars, 857 queries from private agencies and individuals were attended to.

Reference Media: The proposal for the preparation of reference media such as catelogues, indexes etc., has been approved by Government and is expected to be put through during next year.

Publication Programme: The Publication Cell has been functioning in Tamil Nadu Archives from 12th November, 1976. The documents pertaining to the first half of 20th century have been taken up for selected publication. The Transfer of Power: 1942-47, published by Her Majesty's Stationery Office, London, has been taken as a model, not only in selecting records but also in the mode of presentation to facilitate reference to records. The selection of documents on (i) The Tinnevelly Riot, Conspiracy and Ashe Murder (ii) The Neill Statue Satyagraha (iii) The Legal Remembrancer and (iv) The Bar Council of India has been completed and are awaiting final scrutiny while material on (i) The Sheriff of Madras (ii) The Employment of Children in Facotires (iii) The Constitution of 'Nidhis' and (iv) The Madras Discharged Prisoner Aid Society, has been collected. The material on the following subject is being collected. (i) The Non-Brahamin Movement,

(ii) The Madras vigilance Association, (iii) The Seditious Articles, Speeches etc, by Political Personalities, (iv) The change of names of Towns, Roads, Streets, etc. (v) The Prevention of cruelty to animals (vi) The establishment of ultimate court of appeal in India and (vii) The Civil Disobedience Movements.

Preservation of Records: During 1977-78 2361 sheets were flattened, 3375 sheets repaired with tissue paper, 66589 sheets with chiffon and 3375 sheets with acetate foil. 62694 sheets were guarded and 1446 registers and volumes were bound.

Library: 587 books were acquired. The question of appointing a librarian and supporting staff was under consideration. A proposal for the construction of a separate building for Archives Library has been sent to Government for inclusion in the sixth plan period.

Other Activities: It is proposed to hold 'Archives Week' in August, 1978.